

## Guide of Key Dates for Deliverables from W-2 Contract Agencies – 2006-09 Contract

The deliverables are broken into the following categories: initial; ongoing; for approval of expenditures, and upon request. This list does not include the items that were required for the proposal or RFS Plan, such as the lobbying and debarment forms. This list is intended as a guide only; it is not intended to be the sole source for this information as new items continue to be developed. Some items only apply to certain W-2 Contract Agencies and are noted as such. As always, contact your DWD Contract Manager if you have questions – also because these dates may be revised.

Initial Items	Due Dates
Signed Contract and Attachments A (Advance Payments – includes bonding requirement) and B (Worker's Compensation)	With receipt of a signed 2006-09 W-2 Contract
Civil Rights Compliance Plan and Affirmative Action Plan or a combined Plan	In accordance with DWS Administrator's Memo #05-27  Initial due date of February 1, 2006 with extensions to February 22, 2006.  Annual Review for 2007-2009 requirements to be issued later
Transition Plans	30 calendar days after the Department's Notice of Intent to Award a Contract – or a date determined by the Department
Request for Advance Spending authority (and the option for early reimbursement)	Submit any time after the Notice of Intent to Award a Contract – approval of the Department is required (See DWS Administrator's Memo #05-22)
Fraud Plan	30 calendar days after signing the Contract (See DWS Administrator's Memo 05-20)
Written plan and agreement with the local child welfare agency	60 calendar days after the date of the Notice of Intent to Award a Contract (RFP/RFS Guarantees)  December 15, 2005 initial due date with annual Plan reviews

A plan to establish a Community Steering Committee	New W-2 Contract Agencies: 60 calendar days after signing the Contract (Wis. Stats. 49.143(2) (a); Administrative Code DWD 12.05 and RFP/RFS instructions)  Continuing W-2 Contract Agencies: updated in accordance with changes
Plan to Establish and Maintain Children Services Network	New W-2 Contract Agencies: 60 calendar days after signing the Contract (Wis. Stats. 49.143(2) (b); and RFP/RFS instructions)  Continuing W-2 Contract Agencies: updated in accordance with changes
Coordination Plan – Milwaukee JDPa and CMA agencies	90 calendar days after the Notice of Intent to Award a Contract
Projected Outcomes Plan for all agencies selected through the RFP (RFS agencies completed this in their RFS Plan)	90 calendar days after the Notice of Intent to Award a Contract
Expenditure/Participant Service Levels Plan	January 31, 2006, see DWS Administrator's Memo #05-29 and as needed due to Plan Modifications
<b>Ongoing Items</b>	<b>Due Dates</b>
Plan Modifications	In accordance with Contract section 11.5 and at least twice annually
Subcontract information	In accordance with Contract section 14 – for review and approval of a subcontract and within 10 business days after each calendar quarter (See DWS Administrator's Memo #05-04)

Expenditure Report	In accordance with Contract section 26.4 - the 25 <sup>th</sup> day of the month following the month of expense; the report must be complete, with informational and estimated unreported expenditures or it will be returned to the W-2 Contract Agency.
Employee Count Report – counties only	In accordance with DWD instructions, the first week of the third month of each quarter
IM/W-2 Shared Cost Report – counties only	In accordance with DWD instructions, due with the Expenditure Report
Annual audit	In accordance with Contract section 27.1 – private agency audits are due 6 months after the end of the agency's fiscal year and county audits are due 9 months after the end of the county's fiscal year.
Changes in any incorporated documents	In accordance with Contract section 54.2.1 – any change in one of the documents listed in subsection 54.1 must be reported to the Department within 10 business days. This includes documents such as the Lobbying and Debarment statements that were submitted with the RFP/RFS.
Agency Identification Form	In accordance with Contract section 54.2.2 – any change to the information that has been provided to the Department must be submitted within 10 business days.
Annual FTE Staff Positions Supported by W-2 Funds report	By the last day in February, in accordance with DWS Administrator's Memo #05-03, or as requested by the Department  Due February 28, 2006 and annually on the last day of February

<b>Approval of Expenditures</b>	<b>In accordance with the following requirement</b>
Subcontract costs	Contract section 14.1
Costs Prior to completing the execution of a subcontract	Contract section 14.2
Spending in excess of caps	Contract section 26.8.7
Early spending	Contract section 26.11 and DWS Administrator's Memo #05-22
Employee bonuses	DWS Administrator's Memo #01-21
Waiver of cost allocation	DWS Administrator's Memo #04-33
<b>Upon Request Items</b>	<b>Due Dates</b>
Plan Modifications	In accordance with Contract section 11.5.2
Corrective Action Plan	In accordance with Contract section 17
Cost allocation plan	In accordance with Contract section 23
Informational expense reporting	In accordance with Contract section 26.8.6.1, information on additional items may be requested
Records	In accordance with Contract section 15, the Department may request records be available within 10 business days.
Training records	In accordance with section 9.5.2  Due January 13, 2006 and annually on the 2 <sup>nd</sup> Friday of January
Board related documents – private agencies only	In accordance with section 13.4